

Housing Commission Meeting Minutes for February 9th, 2022

Location: Walter Stiles Conference Room, City Hall, 2nd floor

I. Meeting called to order at 5:03pm

o Members Present:

1. Jean Mugabo
2. Jessica Margeson
3. Kate Marquis - alternate
4. Peter Capano
5. Joe Wichert - alternate
6. Zach Palmer

II. Elections

- o Brief discussion on which members will vote. One full-time member was absent leaving 4 voting member. An alternate member was not subbed at this time.
- o Brief discussion on member's experience and who might be interested in holding the position of Chair for the Housing Commission.

Nomination: Commissioner Mugabo nominated Commissioner Capano as Chair for the Housing Commission. Commissioner Palmer seconded. No other nominations were brought forward.

MOTION: to approve Commissioner Capano as Chair of the Housing Commission. Motion passed unanimously.

- o Brief discussion on the election of a Clerk for the Commission

Nomination: Commissioner Margeson nominated Commissioner Marquis as Clerk for the Commission. Commissioner Palmer Seconded. No other nominations were brought forward.

MOTION: to approve Commissioner Marquis as Clerk for the Housing Commission. Motion passed unanimously.

III. Standard days and times for Commission Meetings

- o Discussion around the best meeting times. Key considerations included convenience for the public, frequency of meetings, coordination of

meeting location, and possibility of changing today's decision at a later date.

- **Consensus was reached** to hold regular commission meetings on every 2nd and 4th Wednesday of the month at 5pm in the Walter Stiles Conference room subject to availability.

IV. New Business

- **Bylaws**
 - Discussion around whether or not a subcommittee ought to be formed to create bylaws of the Housing Commission. Key points include: usage of the Heritage and Conservation Commission bylaws as a model, the group is small enough to be able to iron them out collectively but someone should go through and decide what the “pain points” are, doing homework in advance of the next meeting to ensure a productive conversation.

Consensus was reached that Commissioner Marquis and Commissioner Wichert will work together to provide a by-laws template for the rest of the group to review, with “pain points” ideally in time for the next meeting.

- **2021 Affordable Housing Task Force report**
 - Discussion around how the Housing Commission ought to interact with the Affordable Housing Task Force Report, with Commissioner Wichert and Commissioner Margeson sharing insights about their time on the Task Force and some ideas for how to move forward.

V. Motion to Adjourn

Motion: Commissioner Palmer motioned to adjourn the meeting. Commissioner Margeson seconded. Motion passed unanimously.

Meeting is adjourned at 6:03pm